

~~SECRET~~  
~~CONFIDENTIAL~~

*minutes*  
~~AGENDA~~

*MEETING  
OTR STAFF  
minutes  
MS*

OTR STAFF MEETING

T u e s d a y

22 Dec. 53

Document No. 003

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

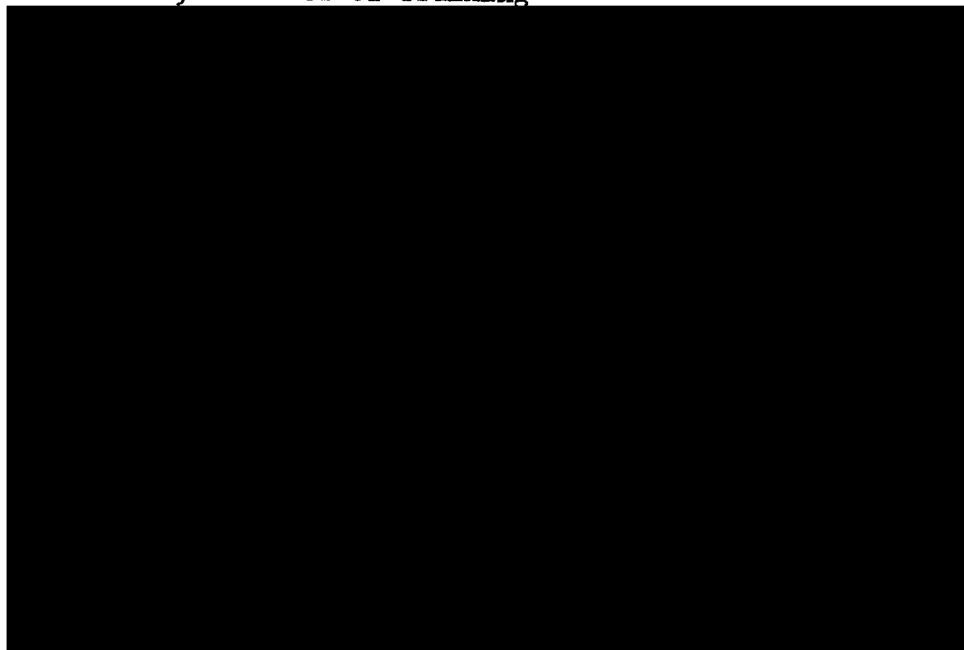
Auth: DDA REG. 77/1763

Date: 7 Feb 78 By: 022

Attendance:

Mr. Baird, Director of Training

25X1A



Report on the AMA Convention

25X1A

██████████ reported on the conferences being held by the American Management Association in New York City.

The course duration is four weeks; the present quota is 100 students; tuition costs are \$650.00 for the four week program. Conferees are encouraged to spread their attendance over a period of time, picking up the second week of instruction after a month's lag, etc. The program is designed for middle and top management -- particularly those top level executives who recognize a need to grow. Much of the management ideas are best put across through large conference discussion of questions raised in smaller seminar groups.

25X1A

Mr. Baird inquired who would most profit within the Agency from attendance at this course; ██████████ suggested middle management within the Agency ( AD, D/AD, and Division Chief level). This course was believed by Mr. ██████████ to be of much more benefit to Agency personnel than the longer non-specific Harvard course.

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25X1A

[REDACTED] noted that the initial forty weeks instruction which he has now attended, covered material concentrated in four hours of the Agency Management Course. It is planned that very brief summaries will be given by Mr. [REDACTED] at subsequent OTR Staff meetings as he completes attendance at successive weeks of the course.

25X1A

Report on Management Course A

25X1A

Mr. [REDACTED] commented on Management Course A, scheduled to be initiated on 11 January 1954. This information supplements that appearing in the course announcement under date of 14 December 1953 which has now been distributed to staff and division chiefs. [REDACTED] explained that the course fills a gap which now exists in the Agency organization in approaching the management problem. He further explained that the course was deliberately confined to certain grade brackets; this might establish some common consideration of management problems. Mr. Baird expressed interest in the success of half-day programming. Mr. Baird also questioned why unclassified reading material should not be assigned for night study. Mr. [REDACTED] emphasized that those responsible for the program were feeling their way on this initial offering and would be most receptive to comments from OTR chiefs as well as critiques from those selected for attendance.

25X1A

25X1A

Evaluations

According to the previous minutes, interested staff and division chiefs were requested to offer comments at the 22 December meeting on the revised draft of an OTR regulation and a memorandum dealing with training evaluations. [REDACTED] was anticipating such verbal comments.

25X1A

25X1A

However, Mr. Baird decided that no general discussion would be held on specifics of the regulation and memorandum. Instead, staff and division chiefs were asked to respond in writing at a subsequent meeting. [REDACTED] will discuss those portions about which there appears to be some controversy.

Mr. Baird stressed the need for having a well understood philosophy of evaluation on the part of all interested parties in OTR before implementing further papers on procedures.

Lesson Plans

25X1A

25X1A

[REDACTED] reported on the present status of completed lesson plans. [REDACTED] has been given an extension for BIC(I). [REDACTED] requested [REDACTED] to make available to him copies of the individual files as completed to simplify the problem of make up folders.

25X1A

Mr. Baird announced that he wants a regular report at subsequent meetings regarding any deficiency in meeting the due dates as established.

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- 2 - SECRET

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Items not listed on the Agenda

Mr. Baird announced:

- (1) General details of a [REDACTED] demonstration
  - (2) Recent activities in the Strategic Air Command on survival training.
- OTR will send an observer to the latter.

25X1A

25X1A

[REDACTED]

25X1A

Recent HIC(I) critiques included unusually complimentary remarks about Library assistance. [REDACTED] was requested to personally notify the Librarian.

25X1A

Interest was expressed by Mr. Baird in a "rotation procedure" mentioned in the weekly report from the Administrative Staff. Mr. [REDACTED] inquired as to the procedure to get people shopped. Mr. Baird declared that there is little hope for improvement of the present hit or miss practice until the OTR survey has been completed. Unfortunately the unwritten freeze imposed within DD/P is at present restricting opportunities for rotation of eligibles in OTR to be reassigned within the DD/P.

25X1A

[REDACTED]

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